FINANCE COMMITTEE

AGENDA

Monday, July 6, 2009 5:45 p.m. Hampden Town Office

- 1. Minutes of June 15, 2009 Meeting
- 2. Review of Financial Statements for June 2009
- 3. Review and signature of Warrants
- 4. Old Business
 - a. Consideration of Mayo Road Reconstruction Project Funding
 - b. Sewer Fee Increase Consideration
 - c. Long term resident tax rebate proposal tabled until Council reviews 2009/2010 Commitment Information
- 5. New Business
- 6. Public Comments
- 7. Committee Member Comments

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AGENDA

Monday, July 6, 2009 5:45 p.m. Hampden Town Office

- 1. Minutes of June 15, 2009 Meeting included
- 2. Review of Financial Statements for June 2009 included
- 3. Review and signature of Warrants provided under separate cover
- 4. Old Business
 - a. Consideration of Mayo Road Reconstruction Project Funding The Public Works Director met with the Infrastructure Committee on June 22nd and requested consideration of whether or not to go forward with the Mayo Road project for construction in the 2010 year. It was the recommendation to the full Council that the project be constructed in the 2010 year and that it be included on the November 2009 ballot as a referendum question. The Finance Committee needs to determine if it concurs with that recommendation, and if so, how to appropriately fund the estimated 2.3 million that the project will cost..
 - b. Sewer Fee Increase Consideration- The Infrastructure Committee discussed the need for a sewer fee increase related to the nowactive Route 1A sewer project, decline in water usage that dictates sewer usage, and increases in maintenance costs of pump stations and recommends to the full Council that the \$1 addition to the sewer rate be approved. Since the Infrastructure Committee is responsible for reviewing the appropriateness of such projects and, in a secondary manner, their costs, the subject was referred to Finance for consideration of manner, method, and amount.
 - c. Long term resident tax rebate proposal tabled until Council reviews 2009/2010 Commitment Information this item is only on the agenda because it is still in a tabled status.
- 5. New Business
- 6. Public Comments
- 7. Committee Member Comments

FINANCE COMMITTEE MEETING MINUTES June 15, 2009

Attending:

Mayor Matthew Arnett Councilor William Shakespeare Sue Lessard Town Manager Chip Swan, Public Works Director

Councilor Jean Lawlis Councilor Tom Brann Councilor Andre Cushing Councilor Shannon Cox

The meeting was opened at 5:45 p.m. by Mayor Arnett.

1. Minutes of the June 1, 2009 meeting were reviewed. No changes were made and they were accepted by unanimous consent.

2. Financial reports for the month of May were reviewed by the Committee.

3. Warrants were distributed for signature and were accepted by unanimous consent.

4. Old Business

- a. Maine Public Employees Retirement System Plan Change Documents needed for 7/1/09. The Town Manager presented a document containing the language necessary to formally adopt the new Public Safety employees' retirement plan through the State. The contribution for the town will be 8.4% of salary. Any increase in percentage contribution requirements for the plan will be borne by the employees. Motion by Tom Brann, seconded by Shannon Cox to recommend to the full Council that they approve the document as presented. Unanimous vote.
- b. Bid Results Route 1A Sewer. The Public Works Director presented the bids for the Route 1A sewer project. Sargent Corp was the low bidder and it was the recommendation of the director that the low bid from Sargent be accepted. Motion by Shannon Cox, seconded by William Shakespeare to recommend to the full council that the low bid of Sargent Corp be accepted. Unanimous vote.

5. New Business

a. Bid Amount – Review of Policy. The Finance Committee reviewed the existing Town Council Bid Procedures. The existing bid requirement of \$4,000 for purchases and \$1,000 for sales is somewhat low considering the high cost of formal advertising that is required above those limits. Motion by Shannon Cox, seconded by William Shakespeare to recommend to the full Council the amendment of the Council Bid Procedures to change the bid amount to \$10,0000 for purchases and \$5,000 for sales and in addition to use the website and Cable TV station to advertise for

- purchases/sales below those amounts. Unanimous consent. Also discussed was the idea that the Town Manager should include on the consent agenda for the full council the purchase/sale of any items with a value between \$5,000 and \$10,0000 for purchases and \$1,000 and \$5,000 for sales. He/she should also include these items on the Finance Committee agenda for notification purposes.
- b. Lawn Tractor The Public Works director notified the Finance Committee of his intent to purchase a lawn tractor that was part of the 2009/2010 budget. The change in bid guidelines, if endorsed by the full Council, would make it unnecessary to go through the formal bid process.
- c. Garage Door Bids The change in bid guidelines, if endorsed by the full Council would make it unnecessary to go through the formal bid process. The Public Works Director indicated that he was going to be able to get four new garage doors for just a little more \$450 than had been budgeted for two.
- 6. Public Comment None.
- 7. Committee Member Comments None

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Town Manager

Tax Collections 06/30/2009

| 2008-2009 Property Taxes | To Be Collected 7/1/2008 \$8,619,979.82 | Collected as of 6/30/2009 \$8,445,396.29 | % Collected 97.97% |
|--------------------------|---|--|-----------------------|
| 2007/2008 Tax Liens | \$127,173.24 | \$65,975.04 | 51.88% |
| 2006/2007 Tax Liens | \$58,110.32 | \$54,834.75 | 94.36% |
| 2005/2006 Tax Liens | \$4,112.51 | \$2,084.74 | 50.69% |
| 2004/2005 Tax Liens | \$2,623.59 | \$1,971.87 | 75.16% |
| | \$8,811,999.48 | \$8,570,262.69 | 97.26% |

Revenue Detail Report ALL Accounts 30-Jun-09

| Debits D | | Current | | | Uncollected |
|---|--|--|--|--|--|
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| 15 - SOLID WASTE CONT'D 05 - SOLID WASTE RECYCLING 05 - SOLID WASTE RECYCLING \$24,000.00 \$12,848.66 \$34,260.38 \$2,588.28 \$60,000.00 \$4,550.45 \$85,337.61 -\$20,787.16 \$84,000.00 \$17,399.11 \$119,597.99 -\$18,198.88 \$20 - RECREATION/CULTURE 01 - LIBRARY FEES \$7,000.00 \$0.00 \$6,444.78 \$555.22 \$25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | | \$15,000,00 | \$0.00 | \$15,055.00 | -\$55.00 |
| 05 - SOLID WASTE RECYCLING \$24,000.00 \$12,848.66 \$34,260.38 \$2,588.28 10 - PERC REVENUE \$60,000.00 \$4,550.45 \$85,337.61 -\$20,787.16 \$84,000.00 \$17,399.11 \$119,597.99 -\$18,198.88 20 - RECREATION/CULTURE 01 - LIBRARY FEES \$7,000.00 \$0.00 \$6,444.78 \$555.22 25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | UI - TRANSPER STATION PERMITS | | | | |
| 05 - SOLID WASTE RECYCLING \$24,000.00 \$12,848.66 \$34,260.38 \$2,588.28 10 - PERC REVENUE \$60,000.00 \$4,550.45 \$85,337.61 -\$20,787.16 \$84,000.00 \$17,399.11 \$119,597.99 -\$18,198.88 20 - RECREATION/CULTURE 01 - LIBRARY FEES \$7,000.00 \$0.00 \$6,444.78 \$555.22 25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | 15 - SOUD WASTE CONT'D | | | | |
| 10 - PERC REVENUE \$60,000.00 \$4,550.45 \$85,337.61 -\$20,787.16 \$84,000.00 \$17,399.11 \$119,597.99 -\$18,198.88 \$20 - RECREATION/CULTURE \$7,000.00 \$0.00 \$6,444.78 \$555.22 \$25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | | 674 NNN NN | \$12.848.66 | \$34,260,38 | \$2,588.28 |
| \$84,000.00 \$17,399.11 \$119,597.99 -\$18,198.88 20 - RECREATION/CULTURE 01 - LIBRARY FEES \$7,000.00 \$0.00 \$6,444.78 \$555.22 25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | | | | | |
| 20 - RECREATION/CULTURE 01 - LIBRARY FEES \$7,000.00 \$0.00 \$6,444.78 \$555.22 25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | | one en alla constitución en esta en entre en entre en el entre en el entre en entre en entre en el entre en el | and a transfer providence is a family described by the contract of the | A AGENTALIA DA PARTENDAR POR PROPERTO A PARTENDA | -\$18,198.88 |
| 01 - LIBRARY FEES \$7,000.00 \$0.00 \$6,444.78 \$555.22 25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | | | | | |
| 01 - LIBRARY FEES \$7,000.00 \$0.00 \$6,444.78 \$555.22 25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | 20 - RECREATION/CUI TURE | | | | noment of the state of the stat |
| 25 - L HOIT POOL FEES \$145,000.00 \$1,047.25 \$151,163.69 -\$5,116.44 \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561.22 | CONTRACTOR OF THE PROPERTY OF | \$7,000.00 | \$0.00 | \$6,444.78 | \$555.22 |
| \$152,000.00 \$1,047.25 \$157,608.47 -\$4,561:22 | physical and and an anti-physical and an anti-physical physical desired and an anti-physical physical | | Andreas de la company de la co | : :: descended about the " . Commence and account | -\$5,116.44 |
| # 17 17 70 | | Land County Control of the Company of the Company of the Control o | | \$157,608.47 | -\$4,561.22 |
| | Final Totals | \$3,714,235.00 | \$54,916.94 | \$3,816,277.23 | -\$47,125.29 |

Expense Detail Report All Accounts 30-Jun-09

| | Current | | | Unexpended |
|--|--|--|--|--|
| | Budget | Debits | Credits | Balance |
| | Dudget | | | |
| 01 - GENERAL GOVT | | | | (and and and an analysis of the second of th |
| complete the large of the control of | 537,888.00 | 564,661.52 | 5,295.99 | -21,477.53 |
| 01 - ADMIN 02 - GIS/IT | 118,632.00 | 111,390.36 | 1,607.45 | 8,849.09 |
| 03 - COMMUNICATIONS | 35,614.00 | 34,540.35 | 3,329.19 | 4,402.84 |
| 05 - TOWN COUNCIL | 36,525.00 | 35,376.01 | 0.00 | 1,148.99 |
| 10 - MUNICIPAL BUILDING | 119,857.00 | 102,074.98 | 0.00 | 17,782.02 |
| 15 - TAX COLLECTR | 6,000.00 | 4,726.44 | 0.00 | 1,273.56 |
| 20 - ELECTIONS | 12,963.00 | 7,567.59 | 1,093.03 | 6,488.44 |
| 25 - ASSESSOR/PLANNING/CEO | 230,336.00 | 211,319.53 | 4,328.12 | 23,344.59 |
| 30 - ECONOMIC DEV | 92,318.00 | 107,096.79 | 3,353.11 | -11,425.68 |
| 35 - BUSINESS PARK | 0.00 | 0.00 | 0.00 | 0.00 |
| | 1,190,133.00 | 1,178,753.57 | 19,006.89 | 30,386.32 |
| | | | | |
| 05 - PUBLIC SAFETY | " and Almostica and States and St | erona in initiazi iz ero meno monistra attetta meno ero 1724 u mentetta et | | |
| 01-POLICE | 968,423.00 | 948,105.90 | 24,448.07 | 44,765.17 |
| 05 - FIRE DEPT. | 872,488.00 | 849,287.83 | 30,142.68 | 53,342.85 =22.40 |
| 10 - PUBLIC SAFETY | 166,354.00 | 166,010.68 | 289.17 | 632.49 98,740.51 |
| and the second s | 2,007,265.00 | 1,963,404.41 | 54,879.92 | 98,740.31 |
| | | | | |
| 06 - Non-Department Utilities | | | | 7 220 47 |
| 06 - Utilities | 414,078.00 | 406,757.57 | 0.00 | 7,320.43 |
| | 414,078.00 | 406,757.57 | 0.00 | 7,320.43 |
| | | | | |
| 10 - PUBLIC WORKS | and the second s | | on pulsarization memory and the control of the cont | |
| 01 - HIGHWAY | 1,236,520.00 | 1,317,514.85 | 41,898.53 | -39,096.32 |
| 05 - GARAGE | 37,840.00 | 43,297.68 | 8,138.91 | 2,681.23 |
| | 1,274,360.00 | 1,360,812.53 | 50,037.44 | -36,415.09 |
| | | | | |
| 15 - SOLID WASTE | | | | |
| 10 - SOLID WASTE | 482,820.00 | 376,818.56 | 14,219.14 | 120,220.58 |
| The state of the s | 482,820.00 | 376,818.56 | 14,219.14 | 120,220.58 |
| | | | | |
| 20 - RECREATION/CULTURE | | | | |
| 01 - PARKS/REC | 124,942.00 | 129,035.14 | 1,368.11 | -2,725.03 |
| 10 - DYER LIBRARY | 230,163.00 | 233,673.75 | 2,372.13 | -1,138.62 |
| 20 - L HOIT MEMORIAL POOL | 360,528.00 | 316,613.59 | 13,952.82 | 57,867.23 |
| 25 - MARINA | 500.00 | 937.70 | 0.00 | -437.70 |
| | 716,133.00 | 680,260.18 | 17,693.06 | 53,565.88 |
| | | | | |
| 25 - THE BUS | | | | 40.640.46 |
| 10 - THE BUS | 55,000.00 | 89,891.84 | 45,541.00 | 10,649.16 |
| | 55,000.00 | 89,891.84 | 45,541.00 | 10,649.16 |
| | | | | |
| 30 - BUILDINGS/GROUNDS | 3 | on a service of the s | and the second s | |
| 10 - BLDG/GROUNDS | 86,800.00 | 86,186.55 | 12,692.52 | 13,305.97 |
| STREET, CONTROL OF STREET, CONTR | 86,800.00 | 86,186.55 | 12,692.52 | 13,305.97 |
| | | | | |
| 38 - OUTSIDE AGENCIES | | | | |
| 10 - OUTSIDE AGENCIES | | | Deliver of Fallentin Control | 10014 FC |
| | 25,416.00 | 35,430.56 | 0.00 | -10,014.56 |
| | | | | |

| 0 - GENERAL ASSISTANCE | | and the state of t | | THE RESERVE OF THE PARTY OF THE |
|---|--|--|--------------|--|
| 10 - GEN'L ASSIST | 10,000.00 | 2,219.21 | 311.00 | 8,091.79 |
| | 10,000.00 | 2,219.21 | 311.00 | 8,091.79 |
| | | | | |
| 5 - COUNTY TAX | 586,820.00 | 586,819.70 | 0.00 | 0.30 |
| 10 - COUNTY TAX | 586,820.00 | 586,819.70 | 0.00 | 0.30 |
| | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | | |
| 0 - DEBT SERVICE | | | | 2222(III) (100 miles (|
| 10 - GENERAL | 467,793.00 | 508,176.66 | 0.00 | -40,383.66 |
| | 467,793.00 | 508,176.66 | 0.00 | -40,383.66 |
| | | | | |
| 55 - RESERVE ACCT | DETERMINENT CONTRACTOR OF CONT | | | |
| 02 - MUNICIPAL BUILDING | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 05 - UNEMPLOYMENT | 0.00 | 0.00 | 0.00 | 0.00 0.00 |
| 06 - CONTINGENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 08 - CEMETERY | 0.00 | 0.00 0.00 | 0.00 | 0.00 |
| 10 - CITY BUS | 0.00 | 9,970.00 | 0.00 | 0.00 |
| 11 - COMPUTER | 9,970.00 0.00 | 0.00 | 0.00 | 0.00 |
| 12 - CABLE TV | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 - COPIER 17 - PUBLIC WORKS EQUIP REPLA | 100,000.00 | 100,000.00 | 0.00 | 0.00 |
| 19 - TOWN RECORDS | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 - PLANNING BOARD | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 - PLANNING BOARD DEVELOPM | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 - PLANNING/COMMISSIONS | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 - ECONOMIC DEVELOPMENT | 0,00 | 0.00 | 0.00 | 0.00 0.00 |
| 29 - TOWN PROPERTY SURVEY | 0.00 | 0.00 | 0.00 0.00 | 0.00 |
| 31 - GIS MAPPING | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 33 - WAGE STUDY | 0.00 | 0.00 0.00 | 0.00 | 0.00 |
| 35 - TOWN ACQUIRED PROPERTY | 0,00 20,000.00 | 20,000.00 | 0.00 | 0.00 |
| 37 - AMBULANCE | 20,000.00 | 0.00 | 0.00 | 0,00 |
| 39 - EMS/VACCINE 41 - FIRE TRUCK RESERVE | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 43 - FIRE TRUCK REFURBISHING | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| 45 - FIRE STATION BUILDING | 0.00 | 0.00 | 0.00 | 0.00 |
| 47 - FIRE DEPT THERMAL IMAG. CI | 0,00 | 0.00 | 0.00 | 0.00 |
| 49 - FIRE DEPARTMENT TRAINING | 0.00 | 0.00 | 0.00 | 0.00 |
| 51 - FIRE DEPT BOAT | 0,00 | 0.00 | 0.00 | 0.00 |
| 53 - POLICE CRUISER | 0.00 | 0.00 | 0.00 | 0.00 |
| 59 - COMMUNICATIONS EQUIPME | 0.00 | 0.00 | 0.00 0.00 | 0.00 0.00 |
| 61 - STREETS AND ROADS | 45,000.00 | 45,000.00 | 0.00 | 0.00 |
| 63 - LIBRARY RESERVE | 5,000.00 | 5,000:00 0.00 | 0.00 | 0.00 |
| 65 - LIBRARY RUDMAN GRANT | 0.00 0.00 | 0.00 | 0.00 | 0.00 |
| 67 - RECREATION AREA | 0.00 | 0.00 | 0.00 | 0.00 |
| 68 - PLAYGROUND | 0.00 | 0.00 | 0.00 | 0.00 |
| 69 - RECREATION/CONSERVATION 71 - POOL FACILITY | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 73 - MARINA | 0.00 | 0.00 | 0.00 | 0.00 |
| 75 - BUILDING AND GROUNDS | 0.00 | 0.00 | 0.00 | 0.00 |
| 77 - SOLID WASTE/GARAGE | 0.00 | 0.00 | 0.00 | 0.00 |
| 78 - Matching Grant Reserve | 0.00 | 0.00 | 0.00 | 0.00 |
| | 243,970.00 | 243,970.00 | 0.00 | 0.00 |
| 65 - ED GEN'L SVS | | | | |
| 10 - EDUCATION GENERAL SERVICES | | E 02/ 02/ 00 | 0.00 | 0.12 |
| | 5,024,922.00 | 5,024,921.88 | | |
| | | | | |
| 66 - OVERLAY | | 0.00 | 0.00 | 78,104.00 |
| 01 - OVERLAY | 78,104.00 | 0.00 | 0.00 | 78,104.00 |
| | 78,104.00 | 0.00 | 2100 | |

Remaining balance is 2.86% of the total budget.

HOST COMMUNITY BENEFIT MONIES 06-30-09

| YEAR | | RECEIVED | RESERVES | BUSINESS PK. | CONSULTANT | OTHER EXPENSES* |
|--|----------|---|--------------|----------------|--------------|-----------------|
| 2001/2002 | | \$184,348.03 | \$0.00 | \$275,003.00 | \$0.00 | \$5,000.00 |
| 2002/2003 | | \$687,538.82 | \$160,000.00 | \$275,000.00 | \$11,459.40 | \$5,000.00 |
| 2003/2004 | | \$749,478.92 | \$160,000.00 | \$138,987.00 | \$31,925.80 | \$5,000.00 |
| 2004/2005 | | \$625,027.29 | \$160,000.00 | \$152,050.00 | \$7,297.91 | \$5,000.00 |
| 2005/2006 | | \$727,173.08 | \$160,000.00 | \$205,304.55 | \$45,821.92 | \$15,000.00 |
| 2006/2007 | | | \$160,000.00 | \$280,000.00 | \$20,959.87 | \$269,599.99 |
| 2007/2008 | 7/1/2007 | | \$160,000.00 | \$0.00 | \$21,239.74 | \$20,171.17 |
| 2008/2009 | 7/1/2008 | \$500,000.00 \$601,896.43 | \$0.00 | \$120,000.00 | \$22,584.05 | \$206,329.00 |
| | | \$6,298,409.44 | \$960,000.00 | \$1,446,344.55 | \$161,288.69 | \$531,100.16 |
| Endowment IOU Bus. Pk. | | \$3,149,204.72 | | | | |
| Payoff Bus.PK Prin. Balance | | -\$1,200,000.00 \$502,860.17 | | | | |
| Other Half | | \$3,149,204.72 | | | | |
| Keserves, ourer, consultants Other Half Bal. | · . | -\$1,652,388.85 \$1, 496,815.87 | | | | |
| | | | | | | |
| Accumulated Interest | Interest | \$206,853.93 | | | | |
| Total HCB 6/30/09 | 60/0 | \$2,206,529.97 | | | | |